



# SIGN PERMIT APPLICATION



**Submittal Deadline:** Sign Permit Applications may be submitted any business day without an appointment to the Customer Service Center. Sign Permit Applications accepted as complete by Customer Service Staff will be reviewed within 5 to 8 business days, depending on workload. See Sign Permit Checklist for required submittal materials. For more information contact Alysia Bailey Taylor, Planning Supervisor ([Alysia.Bailey-Taylor@DurhamNC.gov](mailto:Alysia.Bailey-Taylor@DurhamNC.gov)), 919-560-4137.

**The following information is required. Submit the completed application, completed checklist, and application fees to proceed with the review process.**

<b>Application Type:</b> <input type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Sign	<b>Case Number (STAFF ONLY):</b>
<b>Sign Type(s) (UDO Section 11.6):</b> <input type="checkbox"/> Awning Sign <input type="checkbox"/> Canopy Sign <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Roof Sign <input type="checkbox"/> Suspended Sign <input type="checkbox"/> Wall Sign	

## Property Information

Site Address:	
Name of Business/Project:	
PIN(s):	PID(s) :
Existing Zoning District(s) :	Tier:
Jurisdiction for Review: <input type="checkbox"/> City <input type="checkbox"/> County	Total Tract Acreage:
Common Signage/Way-Finding Case #	Approved Site Plan Case #

## Project Summary (if information is not applicable to the submittal respond with N/A)

Total Sign Area: _____ Sq.Ft.	Total # of sign faces:	Linear feet of wall to which sign is attached: _____ LF
Project Scope:		
Will the sign(s) be illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes (requires an Electrical Permit; Electrical Permit # _____) Contact Durham City-County Inspections Department of information regarding Electrical Permits, 919-560-4144.		

## Property Owner

Name:	Organization:
Address:	City, State, Zip:
Phone:	E-mail:

## CERTIFICATION

I certify the above information is correct to the best of my knowledge and installation will conform to the applicable ordinances. I acknowledge that any violation of sign regulations, including the installation of the sign prior to sign permit approval, will result in civil penalties of up to \$500 pursuant to Unified Development Ordinance Section 15.4.

Owner Name (please print)	Signature of Owner (required)	Date
---------------------------	-------------------------------	------

## Applicant (Primary Contact Person)

Name:	Organization:
Address:	City, State, Zip:
Phone:	E-mail:
Signature of Applicant (required):	

## Tracking Information (Staff Only)

Date rec'd:	Received by:	Case Planner:	Comments Due:
<b>Total Fee Required = \$_____ + 4% Tech Surcharge (\$_____) = \$_____</b>			



Durham City-County Planning Department  
**SIGN PERMIT CHECKLIST**



**I. PROJECT/ DEVELOPMENT NAME**

Case Number (STAFF ONLY):

**II. SUBMITTAL INSTRUCTIONS**

**Applicability:** Use this application/checklist for **Signs Requiring Permits**. Prior to installation, a sign permit must be issued per Unified Development Ordinance (UDO) Sections 3.10 and 11.6. **Signs** consist of words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, structures, designs, trade names, or trademarks by which anything is made known such as are used to designate an individual, a firm, an association, a corporation, a profession, a business, or a commodity or product, which are legible from any public street or adjacent property and used to attract attention. Signs requiring permits are as follows:

- **Permanent Signs** are signs permanently mounted, permanently constructed on the ground with a footing or foundation, or permanently affixed to the ground by support(s).
- **Temporary Signs** are signs intended for temporary use and not permanently mounted. The sign shall relate to a special event or temporary situation, not a routine business activity.

**Submit To:** Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

**Submittal Deadline:** Sign Permit applications may be submitted any business day without an appointment to the Customer Service Center. Sign Permit Applications accepted as complete by Customer Service Staff will be reviewed within 5 to 8 business days, depending on workload.

**Submittal Format:** Plans must be submitted to scale, and must be stapled and folded with a maximum sheet size of 11" x 17".

**Incomplete Submittal:** If a submittal is deemed incomplete for processing the applicant will be notified at the time the application is brought in for processing, and the submittal will be returned to the applicant along with a list of the missing items.

**Please be aware of the following:** 1) Pursuant to UDO Section 3.10, no sign may be erected, moved, enlarged, or altered except in accordance with the UDO and pursuant to the issuance of a sign permit; and 2) an approved Common Signage Plan, per UDO Section 3.11 is required prior to the issuance of any sign for one or more buildings or businesses within a unified development complex as demonstrated through a development plan or approved site plan(s).

**For More Information:** Contact Alysia Bailey Taylor, Planning Supervisor ([Alysia.Bailey-Taylor@DurhamNC.gov](mailto:Alysia.Bailey-Taylor@DurhamNC.gov)), or another member of the Development Review Team at 919-560-4137.

**III. FEE SCHEDULE**

**NOTE:** Fees must be submitted with the submittal of the Sign Permit Application, or the submittal will be classified as incomplete.

Freestanding Signs (as defined by the UDO)	\$78 (includes 4% technology surcharge) per sign
Permanent Signs	\$78 (includes 4% technology surcharge) per sign
Temporary Sign	\$52 (includes 4% technology surcharge) per sign
Sign Installed without an approved permit	Double Fee
Re-inspection Fee	\$50.00
Common Signage/ Wayfinding Plan	(See Common and Way-finding Signage Application and Checklist)

#### IV. SUBMITTAL CONTENT

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Sign Permit Application
1	<input type="checkbox"/> Completed Sign Permit Checklist ( <i>Place a mark in the box provided to indicate the applicable submittal requirements have been met and the supporting documentation has been attached.</i> )
1	<input type="checkbox"/> Check for review fee ( <i>See Item "III" above</i> ) payable to "City of Durham"
1	<input type="checkbox"/> Paper copies of Sign Plan drawing(s)

#### V. CHECKLIST

*Permit applications must contain the following information, as applicable: UDO Section 3.10 and UDO Article 11*

**General Information:** Required for all Sign Applications (UDO Section 11.6.1.)

- ☐ **Location:** Identification of sign locations on buildings or property. An attachment must be submitted indicating location of signs. For freestanding signs, the location must demonstrate that it is outside any site distance triangle.
- ☐ **Materials & Illumination:** Description of the type of sign and sign materials, including construction materials and proposed lighting if any. Include the name of the sign manufacturer, the manufacturer's instructions, and third party listing information.
- ☐ **Size:** A measurable scale drawing showing dimensions (height, width, total area) of the sign.
- ☐ **Letter Style:** Show and label letter style and letter height to be used on the signs.
- ☐ **Color:** Show and label the colors to be used on each sign.

**Site Drawings:** Required for Freestanding Sign Applications (Note: drawings must be a measureable scale)

- ☐ Property boundary showing context of area with north arrow and graphic scale
- ☐ Streets shown and labeled with street name
- ☐ Site size
- ☐ Length of site frontage
- ☐ Building footprint(s)
- ☐ Signage Setbacks (UDO Section 11.6.2.A.5)
- ☐ Site Distance Triangle(s) (UDO Section 11.6.2.A.4 and 12.3.1.D)
- ☐ Proposed freestanding signage location(s)

**Building Drawings or Photos:** Required for all Sign Applications that include signs on buildings. (Note: drawings must be a measureable scale. If photos are provided in-lieu of or in addition to drawings the photos must show building/ façade dimensions.)

- ☐ Building elevations drawn to scale with location of proposed wall signs identified– UDO Section 11.6.1.I (*Wall signs may not exceed 15% of the wall area size*)
- ☐ Building elevations drawn to scale with the location of the proposed awning sign, canopy sign, marquee sign, projecting sign, roof sign, and/or suspended sign – UDO Section 11.6.1

**Sign information in addition to the above listed information** (*See UDO Section 11.6 for signs requiring permits*)

- ☐ **If including a logo, provided dimensions, colors, and materials**
- ☐ **Freestanding Signs (UDO Section 11.6.2)**
  - o Sign support details with dimensional information
  - o Landscaping (UDO Section 11.6.2.A.7.)
- ☐ **Temporary Signs (UDO Section 11.6.1.H)**
  - o Include the date(s) of the event in the sign copy
  - o Construction information, or sales, rental, or leasing information, must meet the standards of UDO Section 11.4.2 as applicable.

#### Signatures

<b>Applicant Name:</b> (Print): _____	<b>Signature of Applicant:</b> _____	<b>Date:</b> _____
--	---	-----------------------